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STANDARD FORM NO. 64

Approved For Release 2001/08/15 : CIA-RDP78-04003R000100180054-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Physical Security Division

DATE: 16 MAR 1961

FROM : Acting Chief, Building Security Branch

SUBJECT: Monthly Activities Report for the Month of February 1961

GENERAL:

1. Expeditionary service was rendered in the preparing and issuing a Limited Pass for Mr. Frank Ecker of the Bureau of the Budget. This was accomplished at the request of Mr. [REDACTED] C/DCI/PS.

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2. The Badge Office provided special service for the CIA Emergency Planning Officer by fingerprinting and pulling pictures for thirty (30) persons assigned to the Emergency Group.

3. Arrangements were made to permit Colonel White unhampered entry into "I" Building for color photographing.

4. Several meetings were attended during this reporting period concerning the possibility of a flood. Various matters were discussed and resolved in case of an actual flood, such as the evacuation of buildings; use of the PBX-10 emergency radio; obtaining and testing of twenty-four walkie talkies; obtaining of flashlight batteries, canned heat (Stern) and two Stern stoves, food and food utensils; and the making of two thousand (2,000) emergency passes. Also, all Emergency Security Patrol equipment was checked.

5. A policy paper was completed on the procedure for the use of the Green and Red "7" on Agency Badges. The appropriate guard offices were given instructions relative to this matter.

6. During this reporting period, several arrangements were made to allow the admittance of non-Agency persons into the Washington Auditorium to view a "pipe organ", which was to be sold by GSA. All of these persons were given a proper escort.

7. A survey was conducted of the "Q" Building Cafeteria in connection with a possible unauthorized entrance. Security measures were established to prevent any such entry.

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8. A survey was conducted during this reporting period of the Classified Waste Program. A report was prepared and forwarded to the C/PhySD/OS giving the results and recommendations of this survey.

9. Several pieces of correspondence were exchanged between this office and GSA relative to GSA personnel assigned, or being assigned, to CIA.

10. The ADT Billings were certified for the Month of January, 1961, during this reporting period. The appropriate memorandum was forwarded to C/SMFB/OL.

11. The GSA Guard Service Billing for the Month of December, 1960, was computed and certified during this reporting period.

12. A special instruction was prepared and forwarded to all CIA Guard Captains regarding the proper manner to follow when installing seals on emergency exits.

13. The installation of the RCA Computer, Room 206, Central Building, was completed during this reporting period. Instructions were issued to the Night Security Officers and the Guards at Central Building relative to procedures to be followed.

13. During this reporting period, the Branch investigated a complaint made by the Nurse in Alcott Hall relative to breaking into a Medicine Cabinet. A written report was made and is on file.

14. The Branch, during this reporting period, investigated a case of a person being apprehended in "J" Building who had a weapon on his person. A written report was made and is on file.

15. The Branch investigated the case of an unusual guard order found in the Guard Book at Arlington Towers, during this reporting period. The person who wrote the order was discovered and corrective action was taken.

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16. A meeting was held, during this reporting period, with OL/SS relative to the non-reporting of security violations by [REDACTED].

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17. Security assistance was rendered on several occasions during this reporting period to WH [REDACTED] relative to the installation of non-published telephones; making up of special badges; and, the approval of bringing weapons into the building.

*Was on report
good report
October 7, 60
was told
it's correct
60*

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SUPPORT:

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1. During this reporting period, security support was rendered to [REDACTED], DD/S, on one occasion, relative to the USIB Meeting held in [REDACTED]

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2. During this reporting period, at the request of [REDACTED]

3. During the reporting period, one member of this Branch rendered security support to the ONE Consultants Meeting. TS material was transported to New York City; Boston, Massachusetts; and, Princeton, New Jersey, and then returned to Headquarters. Special assistance was given to the DCI who was present at the meeting. The total time devoted to this project was four and one-half days.

ESCORTS:

Five escorts were performed during this reporting period, for the transfer of classified documents. Three (3) of these escorts were from Headquarters to [REDACTED], and two (2) were from Headquarters to [REDACTED]. These escorts were performed without incident and consumed a period of thirty-three hours.

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PERSONNEL:

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Mr. [REDACTED] concluded his temporary assignment to the Color Photo Project, during this reporting period. The Branch appreciates greatly what Mr. [REDACTED] did to get this project going and the excellent way in which he ran the program.

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WORK STATUS:

1. Projects currently being processed in the Branch consist of the following:

- a. The Review of the NSO instructions is being conducted on a continuing basis.
- b. Review of all Receptionist and Guard Posts to determine whether or not any posts can be eliminated; this work is being performed on a continuing basis.
- c. Guard briefings to be conducted on a continuing basis, in addition to Guard Instructions being prepared for the various groups.

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WORK STATUS: (Continued)

d. New Building studies regarding guarding, receptionists, badging, and other Building Security matters, conducted on a continuing basis.

e. Guard Post Inspections, to be conducted on a continuing basis.

f. Guard Polygraphing Program, being conducted on a continuing basis.

g. Other pending work of the Branch consists of the following: Request re Changed Time for [REDACTED]; Instructions to Guards re Alarm at 1717 H Street, N. W.; and, Request for Gate Locks.

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[REDACTED]
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